



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**  
Occupational Therapy and Recreation Therapy Department

**POLICY AND PROCEDURE**

<b>SUBJECT: VOCATIONAL SERVICES CONTINUUM GUIDE FOR COMPLETING REFERRAL FORM</b>	<b>Policy No.: 307.2 Revised: January 2020 Supersedes: November 2015 Page: 1</b>
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**POLICY:**

To outline referral process for programs within the Vocational Services Continuum (Attachment A)

**Purpose**

Persons referring patients to the Vocational Services Continuum will follow a specific referral process.

**PROCEDURE**

1. Procedure for Referrals from within Los Angeles County DHS facilities
  - A. Order for RLA OT Vocational Services Evaluation is required in ORCHID or via eConsult
2. Procedure for Referrals from community (non-DHS)
  - A. Order for OT Vocational Services is required via Specialty Outpatient Therapy Referral Form (Attachment B)
3. Procedure once the Referral Form is received
  - A. Orders are reviewed by program staff to assure the requested services are available within the Vocational Services Continuum
  - B. Client is contacted by clerical staff for an evaluation appointment
  - C. Once services are completed, results are sent to the referral source

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Director, Occupational Therapy and Recreation Therapy Department